ST/SGB/Staff Rules/1/Rev.7/Amend.1
31 October 1990

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 100.1 to 112.8, applicable to all staff members except those specified in rule 100.1, published in document ST/SGB/Staff Rules/1/Rev.7 and Corr.1, are hereby amended as described below.

2. The main purpose of the present amendment is to reflect, in the Staff Rules, decisions taken by the General Assembly in its resolution 44/198 of 21 December 1989 on the recommendation of the International Civil Service Commission, as explained in paragraphs 3 to 12 below. Except as otherwise expressly provided below, these changes are effective 1 July 1990 as announced to the staff in the information circular ST/IC/1990/11 and Corr.1 of 2 February 1990 and 9 August 1990, respectively.

3. Rule 103.7, Post adjustment, paragraphs (a) and (b), is amended to reflect a new method of calculation of the post adjustment. Paragraph (d) is amended to reflect the replacement of the assignment allowance and the installation grant by a mobility and hardship allowance and an assignment grant.

4. Rule 103.9, Salary policy in promotions, is amended to grant a higher salary increase on promotion. It is also amended to establish a uniform date for the next increment at the higher level and to specify the emoluments which shall be taken into account in the case of promotion from the General Service and related categories to the Professional category.

5. Rule 103.20, Education grant, is amended to reflect the increase in the additional amount for boarding costs payable at designated duty stations and to limit reimbursement of such amount to school attendance at the primary and secondary levels.

6. Rule 103.21, Salary and allowances during mission assignments, is amended to reflect the new entitlements in rules 103.22 and 107.20.

7. Rule 103.22, Assignment allowance, is replaced by a new rule, Mobility and hardship allowance, which incorporates this new entitlement approved by the General Assembly.

8. Rule 105.3, Home leave, is amended to eliminate the accelerated home leave entitlement every 18 months, as a consequence of the introduction of the new mobility and hardship allowance.

9. Rule 107.7, Travel expenses, is amended to delete the provision concerning reimbursement of pre-departure expenses, an entitlement which is superseded by the new assignment grant entitlement.

10. Rule 107.20, Installation, is replaced by a new rule, Assignment grant, which incorporates this new entitlement approved by the General Assembly.

11. Rule 107.27, Removal costs, is amended to incorporate changes consequential to the establishment of the new mobility and hardship allowance.

12. Rules 109.4, Termination indemnity, 109.5, Repatriation grant, 109.8, Commutation of accrued annual leave, and 109.10, Last day for pay purposes, are amended to reflect changes in the calculation of such payments in respect of staff in the Professional and higher categories.

13. In addition, the following other rules are amended as explained in paragraphs 14 and 15 below.

14. Rule 107.13, Terminal expenses, is amended to remove matters of detail, which more appropriately belong in an administrative instruction.

15. Rule 111.2, Appeals, is amended to deal expressly with requests for the production of records of the appointment and promotion bodies by Joint Appeals Board panels.

16. Appendix A is amended for the following purposes:

(a) To show the revised scales of pensionable remuneration for staff in the Professional and higher categories, effective 1 February 1990 and 1 July 1990;

(b) To show the revised scale for computing separation payments for staff in the Professional and higher categories and in the Field Service category, effective 1 April 1990. As from 1 July 1990, this schedule applies only to staff in service prior to that date until such a time as the corresponding net base salary amounts exceed those in the scale of separation payments;

(c) To show the revised salary scales for staff in the Field Service category, effective 1 July 1990;

(d) To show the revised scales of pensionable remuneration for staff in the Field Service category, effective 1 February 1990 and 1 July 1990.

17. Appendix B (Headquarters) is amended for the following purposes:

(a) To incorporate the revised salary scales for the General Service, Security Service, Trades and Crafts and Public Information Assistants and Tour Co-ordinators/Supervisors categories, effective 1 October 1989 and 1 September 1990;

(b) To show also for the above-mentioned categories the revised rates of the dependency allowance for a dependent child and of the language allowance, effective 1 September 1990.

18. Appendix F (Headquarters) is amended to show the revised salary scales for language teachers, effective 1 November 1989 and 1 September 1990, and the revised rate of dependency allowance for a dependent child, effective 1 October 1989.

19. New pages 16 to 18, 24, 26 to 28, 46, 57, 59, 62 to 63a, 68 to 70, 78, 80 to 83, 94, and 107 to 123a are transmitted herewith for insertion in the Staff Rules.

Javier PEREZ DE CUELLAR
Secretary-General

READEX FICHE

Rule 103.5

Non-resident's allowance

(a) Staff members in the General Service category serving at designated duty stations who have been recruited from outside the country in which the duty station is located or in respect of whom the United Nations assumes an obligation to repatriate shall receive a non-resident's allowance under conditions determined by the Secretary-General, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of rule 104.8 is that of the country of the duty station or to a staff member while he or she is excluded under rule 104.7. The non-resident's allowance shall be payable at the rate of $2,400 a year for a staff member with no dependent spouse or child and at the rate of $3,000 a year for a staff member with a dependent spouse or child. The allowance shall be paid for a maximum period of five years at the duty station. Where both husband and wife are staff members entitled to the non-resident's allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for the non-resident's allowance.

(c) The non-resident's allowance shall not be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; and payments and indemnities on separation.

(d) As a transitional measure, staff members who were in receipt of a non-resident's allowance on 31 August 1983 may continue, while eligible, to receive the non-resident's allowance at the rate and in accordance with the provisions in effect before 1 September 1983.

Rule 103.6

Language allowance

(a) A staff member in the General Service category or in the Field Service category below level 6 shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which the staff member is required to be proficient by the terms of his or her appointment, unless, in the case of staff members in the General Service category, the entitlement is specifically excluded in the appendix B to these Rules applicable to the duty station. No staff member shall be paid a language allowance for more than two official languages.

(b) Proficiency tests in the use of official languages shall be held not less than once each year.

(c) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.

(d) The amount of the allowance payable at each duty station shall be determined by the Secretary-General, provided that the amount payable for a second language shall be half the amount payable for the first additional language. The amount of the allowance payable to staff in the Field Service category and in the General Service category shall be shown respectively in the appendix A to these Rules and the appendix B to these Rules applicable to the duty station.

(e) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; and payments and indemnities on separation.

Rule 103.7

Post adjustment

(a) Subject to paragraph (d) below, post adjustments under annex I, paragraph 9, to the Staff Regulations shall be applied in accordance with paragraph (b) below in the case of staff members in the Professional and higher categories and in the Field Service category who are assigned to a duty station for one year or more.

(b) (i) The amount of post adjustment for each level and step of the Professional and higher categories and in the Field Service category shall be determined for each duty station by applying the multiplier of the post adjustment classification for the duty station to 1 per cent of the corresponding net base salary rates.

(ii) A staff member who is entitled to salary at the dependency rate shall be paid post adjustment calculated on the basis of such salary regardless of where the dependants reside.

(c) (Cancelled)

(d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:

(i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he or she has been serving may continue to receive for up to six months the post adjustment applicable to the former duty station while the members of his or her immediate family (spouse and children) remain at that duty station;

(ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay an assignment grant under rule 107.20 and the hardship and non-removal elements of the mobility and hardship allowance under rule 103.22 or, in lieu of the above, to authorize appropriate subsistence payments;

(iii) When the Secretary-General designates an assignment as a special mission assignment under rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General.

Rule 103.8

Salary and wage increments

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

(b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding probationary appointments shall become eligible for a second salary increment only after they have been granted permanent or regular appointments or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.

(c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 103.9 and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.

(d) If a staff member with satisfactory service is changed to a lower salary level, the period of service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, the staff member's eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 103.9

Salary policy in promotions

(a) On promotion, a staff member shall be placed at the lowest step in the level to which he or she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.

(b) If promotion is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary on promotion in accordance with paragraph (a) above.

(c) The date of the first salary increment at the higher level shall be the anniversary date of promotion, except that:

(i) In the case of those increments that require two years of satisfactory service, the first increment at the higher level will become due two years from the date of promotion; and

(ii) In the case of accelerated increments, the first increment at the higher level will become due ten or twenty months from the date of promotion, as appropriate.

(d) On promotion from the General Service and related categories to the Professional category and, in order to determine in accordance with paragraph (a) above the step that should be granted within the level to which the staff member is promoted, the following emoluments shall also be taken into account:

(i) The net amount of any pensionable allowance that the staff member received at the lower level; and

(ii) The post adjustment that, at the duty station where the staff member was serving prior to promotion, corresponds to the net base salary at the single rate for the level and step in the Professional category to which the staff member is promoted.

Rule 103.10

(Cancelled)

Rule 103.11

Special post allowance

(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.

(b) Without prejudice to the principle that promotion under staff rule 104.14 shall be the normal means of recognizing increased responsibilities and

demonstrated ability, a staff member who is called upon to assume the full duties and responsibilities of a post at a clearly recognizable higher level than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a non-pensionable special post allowance from the beginning of the fourth month of service at the higher level.

(c) In the case of a staff member assigned to serve on a mission, or when a staff member in the General Service category is required to serve in a higher level post in the Professional category, or when a staff member in any category is required to serve in a post which is classified more than one level above his or her level, the allowance may be paid immediately the staff member assumes the higher duties and responsibilities.

who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6, as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:

(i) Attendance at a kindergarten or nursery school at the pre-primary level;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) (Cancelled)

(iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;

(vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

(c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, 75 per cent of the allowable costs of attendance and of the cost of board up to $9,000 a year, with a maximum grant of $6,750 a year;

(ii) Where the institution does not provide board, $2,000 plus 75 per cent of the allowable costs of attendance up to $6,333 a year, with a maximum grant of $6,750 a year.

However, in the case of staff members serving at designated duty stations, 100 per cent of boarding costs up to $3,000 a year may be reimbursed in respect of attendance at the primary or secondary levels, as an amount additional to the maximum grant of $6,750 a year.

(e) In the case of attendance at an educational institution at the duty station:

(i) The amount of the grant shall be 75 per cent of the cost of attendance up to $9,000 a year, with a maximum grant of $6,750 a year;

(ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;

(iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of staff regulation 3.2.

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Establishment of the grant in local currency

(k) When the educational expenses are incurred in designated countries where the remuneration correction factor applies, the amounts set out in paragraphs (d) and (e) above shall be established in local currency.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of $9,000 a year. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed $9,000 a year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-five years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-eight years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

(r) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

Rule 103.21

Salary and allowances during mission assignments

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of the mobility and hardship allowance under rule 103.22, the assignment grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment and allowances, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members who are entitled to mission subsistence allowance, and taking into account rule 104.10 (d), the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.22

Assignment allowance

(Cancelled)

Rule 103.22

Mobility and hardship allowance

(a) For the purpose of this rule, "assignment" means the staff member's initial appointment or any subsequent movement to a new duty station for a period of one year or more.

(b) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal of personal effects and household goods - shall be payable to staff members in the Professional and higher categories subject to the conditions set out in paragraphs (c), (d) and (e) below.

(c) The mobility element of the allowance shall be payable provided that:

(i) The staff member has served in the United Nations common system for a period of five consecutive years;

(ii) The staff member is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other designated duty stations, three previous assignments will be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General;

(iii) The assignment involves payment of the assignment grant.

The mobility element of the allowance shall be discontinued or reduced under terms and conditions established by the Secretary-General.

(d) The hardship element of the allowance shall be payable to staff members who are assigned to duty stations classified at hardship levels established by the Secretary-General. This element shall be payable for the duration of the staff member's assignment according to the hardship classification of the duty station.

(e) (i) The non-removal element shall be payable to staff members who, on assignment to a duty station, did not have an entitlement to removal costs under rule 107.27, provided that an entitlement to the assignment grant exists;

(ii) Where the assignment is for two years or more, normally removal costs under rule 107.27 will be paid in the case of service at headquarters duty stations or other designated duty stations in similar locations and the non-removal element will be paid in the case of service at all other duty stations;

(iii) The non-removal element shall be discontinued if an entitlement to removal to the duty station under rule 107.27 arises. However, the Secretary-General may decide to continue payment of the non-removal element of the allowance in lieu of removal costs under rule 107.27.

(f) For staff members at the P-4 and P-5 levels entitled to the dependency rate, the amount of the mobility and hardship allowance shall be determined by applying to the base salary at the dependency rate for the P-4 level, step VI, the percentages in a matrix established by the Secretary-General. For staff at the P-1 to P-3 levels entitled to the dependency rate, such amount shall be reduced by 13 per cent; for staff at the D-1 level and higher categories entitled to the dependency rate, such amount shall be increased by 13 per cent. The amounts payable at the single rate shall be 75 per cent of the amounts payable at the dependency rate.

(g) The mobility and hardship allowance shall also be payable to staff in the Field Service category. In the case of such staff, the amount of the mobility and hardship allowance shall be determined by applying the percentages in the matrix to the base salary at a level and step in the Field Service salary scale established by the Secretary-General.

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(e) (i) Except in the case of staff members serving on probationary appointment, a staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service. A staff member appointed on probationary basis shall not be entitled to the first home leave until he or she has been granted a permanent appointment or an extension of probationary period; however, if the Secretary-General considers that it will not be possible for the Appointment and Promotion Board to review the staff member's case within six months after completion of two years' service, he or she may be granted home leave subject to the other conditions of this rule.

(ii) Home leave may be taken, subject to the exigencies of the service and to the provisions in subparagraph (i) above in respect of probationary appointment, any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that normally not less than twelve months of qualifying service have been completed or that normally not less than twelve months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due. The granting of advanced home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organization for the advanced travel.

(g) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

(i) Subject to the conditions specified in chapter VII of these Rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her famiy members from travelling together.

(k) If both husband and wife are staff members who are eligible for home leave, and taking into account rule 104.10 (d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once in every twelve months.

Rule 107.7

Travel expenses

(a) Travel expenses that shall be paid or reimbursed by the United Nations under the relevant provisions of these Rules include:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Transit expenses;

(iv) Travel subsistance allowance;

(v) Necessary additional expenses incurred during travel.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 107.8

Route, mode and standard of transportation

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule 107.9

Route and mode of travel

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interest of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall pay only for the mode of transportation actually used.

Rule 107.10

Standard of accommodation

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class transportation in accordance with the least costly airfare structure regularly available or its equivalent. However, under conditions established by the Secretary-General, accommodation immediately below first class may be granted. In exceptional cases, the Secretary-General may allow first class travel.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.

(f) If a staff member or family member travels by more economical accommodations than the approved standard, the United Nations shall only pay for accommodations actually used at the rate paid by the traveller.

Rule 107.11

Travel by automobile

(a) Staff members who are authorized to travel by automobile shall be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(b) Reimbursement for travel within a radius of thirty-five miles of the official duty station shall be based on actual mileage, and for travel beyond a thirty-five-mile radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

Purchase of tickets

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13

Terminal expenses

(a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of himself or herself and in respect of each family member authorized to travel at United Nations expense, at rates and under conditions established by the Secretary-General. No expenses shall be reimbursable in respect of an intermediate stop that:

(i) Is not authorized;

(ii) Does not involve leaving the terminal; or

(iii) Is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 107.19 (iii).

(c) (Cancelled)

Rule 107.14

Expenses while in transit

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 to 107.18, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

Travel subsistence allowance

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(d) Except as provided in rule 107.14 (a) and in paragraph (h) below, when the spouse or dependent children of a staff member are authorized to travel at United Nations expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(h) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, security or other reasons under rule 107.1 (a) (vii) or 107.2 (a) (vii), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

Rule 107.16

Special rates of travel subsistence allowance

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

(Cancelled)

Rule 107.18

Computation of the travel subsistence allowance

(a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in rule 107.15 for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of twenty-four hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than ten hours, and 40 per cent of the allowance shall be paid for a journey of ten hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of the destination shall be paid for that day.

(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19

Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $6.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 107.13;

(ii) Telephone, telegraph, radio and cable messages of official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business.

Rule 107.20

Installation

(Cancelled)

Rule 107.20

Assignment grant

(a) Except for special mission service, a staff member who travels at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under subparagraph (c) (i) below; and

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 107.2 (a) (i), (ii) or (iii).

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the staff member or of the staff member's family member, as appropriate.

(c) (i) The Secretary-General may establish special rates of subsistence allowance for the purposes of the assignment grant for specific categories of staff at various duty stations and publish such rates by administrative instruction or other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates under rule 107.15 shall be used in computing the assignment grant;

(ii) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the staff member's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment provided the staff member is not entitled to removal costs under staff rule 107.27.

(ii) At all other duty stations:

a. Where the staff member is entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment;

b. Where the staff member is not entitled to removal costs under rule 107.27, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where appropriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the assignment grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant that the completed months of absence bear to one year.

(f) Where both husband and wife are staff members who are travelling at United Nations expense to a duty station, and taking into account rule 104.10 (d), the assignment grant shall be paid in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the staff member on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall be paid only to the spouse whose lump sum portion yields the higher amount.

(h) In cases where the staff member has not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

Rule 107.21

Excess baggage and unaccompanied shipments

(a) For the purposes of these rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies, and "personal effects and household goods" shall be as defined in rule 107.27 (d) (ii).

(b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.

(d) Charges for excess baggage by air, other than those authorized under paragraph (b) above, shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

(e) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

(i) 50 kilograms (110 pounds) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage or its equivalent as established by the Secretary-General;

(ii) 200 kilograms (440 pounds) or 1.24 cubic metres (44 cubic feet) by surface means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

(f) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 107.27, a staff member shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

(i) 1,000 kilograms (2,200 pounds) or 6.23 cubic metres (220 cubic feet) for the staff member;

(ii) 500 kilograms (1,100 pounds) or 3.11 cubic metres (110 cubic feet) for the first family member; and

(b) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, insurance coverage will be provided by the Organization up to a maximum of:

(i) $8,000 for the staff member;

(ii) $4,000 for the first family member;

(iii) $2,400 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The United Nations will not be responsible for loss or damage of unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under rule 107.21 (h), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under rule 107.27 shall be reimbursed, up to maximum valuation of $40,000 for a staff member without a spouse or dependent child and $65,000 for a staff member with a spouse or dependent child residing at the official duty station. The United Nations shall in no case be responsible for loss or damage.

(d) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, or under rule 107.27, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Rule 107.23

Travel advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to a staff member or his or her family members for expenses authorized under these rules. An advance of funds shall be considered reasonable if not less than $50 or more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, the staff member may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24

Illness or accident during travel

The United Nations shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25

Reimbursement of travel expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 107.26

Transportation of decedents

Upon the death of a staff member or of his or her spouse or dependent child, the United Nations shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred while in travel status, from the place of death, to a place to which the deceased was entitled to return transportation under rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 107.27

Removal costs

(a) Subject to the provisions of rule 103.22 on mobility and hardship allowance, when an internationally recruited staff member is to serve at an established office for a continuous period that is expected to be two years or longer, the Secretary-General shall decide whether to pay the non-removal element of the mobility and hardship allowance under rule 103.22 or to pay costs for the removal of the staff member's personal effects and household goods under the following circumstances:

(i) On initial appointment for a period of two years or longer;

(ii) Upon completion of two years of continuous service;

(iii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer and that, in exceptional cases where the expected period of service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this rule in lieu of the non-removal element of the mobility and hardship allowance under rule 103.22;

(iv) Upon separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service and had been granted removal to the duty station.

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods either from the place of recruitment or from the place recognized as his or her home for purposes of home leave under rule 105.3, provided that the effects and goods were in the staff member's possession at the time of appointment and are being transported for his or her own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the duty station.

(c) Under subparagraph (a) (iv) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods from the official duty station to any one place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1 or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following considerations:

(i) The maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 4,890 kilograms (10,800 pounds) or 30.58 cubic metres (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for a staff member without a spouse or dependent child and 8,150 kilograms (18,000 pounds) or 50.97 cubic metres (1,800 cubic feet) for a staff member with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;

(ii) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;

(iii) Shipments under this rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;

(iv) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General, taking into account costs allowable under subparagraph (d) (iii) above;

(v) In addition to the removal expenses under this rule, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.

(e) Removal costs shall not be payable under this rule in the case of mission service.

(f) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under rule 107.21 (f), and taking into account rule 104.10 (d), the maximum weight or volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(g) When an internationally recruited staff member is assigned to a duty station where the non-removal element of the mobility and hardship allowance, rather than payment of removal costs, is authorized, the United Nations shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of $40,000 for a staff member without a spouse or dependent child and $65,000 for a staff member with a spouse or dependent child, provided that:

(i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under paragraph (a) above or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;

(ii) The staff member is expected to return to the same duty station within five years;

(iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under paragraph (d) above and the amount actually shipped under rule 107.21. The maximum insurance value shall be reduced accordingly.

Storage charges shall not be paid beyond the five-year period following the date of the assignment. However, when a staff member's assignment is extended beyond the initial period of five years for a period of up to two years at the same duty station, storage charges may continue to be paid for the period of such extension. Storage charges shall not be paid in the case of mission or other assignments not involving a change of official duty station.

Chapter IX

SEPARATION FROM SERVICE

Rule 109.1

Special Advisory Board, definition of termination, and abolition of posts and reduction of staff

(a) Special Advisory Board

The Special Advisory Board under staff regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(b) Definition of termination

A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than retirement at the age of sixty years or more or summary dismissal for serious misconduct.

(c) Abolition of posts and reduction of staff

(i) Except as otherwise expressly provided in subparagraph ii b. below, if the necessities of the service require abolition of a post or reduction of the staff, and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with permanent or regular appointments shall be retained in preference to those on all other types of appointments, and staff members with probationary appointments shall be retained in preference to those on fixed-term or indefinite appointments, provided that due regard shall be had in all cases to relative competence, to integrity and to length of service. Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.

(ii) a. The provisions of subparagraph (i) above in so far as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.

b. Staff members specifically recruited for service with a subsidiary organ of the United Nations which enjoys a special status in matters of appointment under a resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, such as the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University, have no entitlement under this rule for consideration for posts outside the organ for which they were recruited.

Rule 109.2

Resignation

(a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members having permanent appointments and thirty days' written notice of resignation by those having temporary appointments. The Secretary-General, however, may accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 109.3

Notice of termination

(a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination.

(b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in his or her letter or appointment.

(c) In lieu of these notice periods, the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 109.4

Termination indemnity

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any.

However, in the case of staff in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in Appendix A to the Staff Rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payments.

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave. However, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under article 28 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

Rule 109.5

Repatriation grant

Payment of repatriation grants under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate", as used in annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his or her duty station.

(b) "Home country", as used in annex IV to the Staff Regulations, shall mean the country of home-leave entitlement under rule 105.3 or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave. However, for the purpose of calculating the amount of the grant payable, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(d) Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any.

However, in the case of staff in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in Appendix A to the Staff Rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payments.

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(h) Payment shall be at the rates specified in annex IV to the Staff Regulations.

(i) No payments shall be made to local recruits under rule 104.6 to a staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties. A staff member who, after service at a duty station outside his or her home country, has served at a duty station within that country may be paid on separation, subject to paragraph (d) above, a full or partial repatriation grant at the discretion of the Secretary-General.

(j) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 103.24 (b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.

(k) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account rule 104.10 (d), payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(l) Loss of entitlement to payment of return travel expenses under rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(m) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Rule 109.6

Retirement

Retirement under article 28 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.7

Expiration of fixed-term appointments

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.8

Commutation of accrued annual leave

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of sixty working days. The payment shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's net base salary plus post adjustment;

(ii) For staff in the Field Service category, on the basis of the staff member's net base salary plus post adjustment;

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

Rule 109.9

Restitution of advance annual and sick leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

Rule 109.10

Last day for pay purposes

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;

(v) In the case of summary dismissal, the date shall be the date of dismissal;

(vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed years of service in the Secretariat (as defined in rule 109.4)	Months of extension beyond date of death
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. However, in the case of staff in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in Appendix A to the Staff Rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payments. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

Rule 109.11

Certification of service

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

(d) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has served on the Joint Disciplinary Committee during consideration of a specific case or who has assisted the Secretary-General in a review procedure referred to in paragraph (a) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i)-(iii), the presiding officer of the Board shall fill any vacancies arising on a panel.

(e) An appeal shall not be receivable unless the time-limits specified in paragraph (a) or (b) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(f) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on the administrative decision that is the subject of the appeal. However, upon request of the staff member, the panel constituted for the appeal may, after summarily hearing both parties, recommend to the Secretary-General the suspension of action on that decision; the Secretary-General's decision on such a recommendation is not subject to any appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by another serving or retired staff member. The staff member may not, however, be represented before the panel by any other person.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The Panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Within one month after the panel has forwarded its report, the final decision on the appeal shall be taken by the Secretary-General and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, except if the appeal was against a disciplinary action or if the staff member objects.

(p) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

Rule 111.3

(Cancelled)

Rule 111.4

(Cancelled)

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES, PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 July 1990

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General USG	130 560														
Assistant Secretary-General ASG	120 800														
Director D-2	101 056	103 482	105 769	108 143	110 570	113 052									
Principal Officer D-1	89 100	91 119	93 180	95 201	97 268	99 318	101 303	103 328	105 393						
Senior Officer P-5	79 095	80 908	82 643	84 412	86 244	87 943	89 754	91 842	93 712	95 466	97 253	99 073	100 927		
First Officer P-4	65 026	66 748	68 462	70 094	71 870	73 578	75 315	77 240	79 007	80 881	82 131	83 900	85 707	87 553	89 439
Second Officer P-3	53 280	54 935	56 534	58 060	59 633	61 187	62 843	64 822	66 121	67 870	69 153	70 679	72 259	73 874	75 526
Associate Officer P-2	43 063	44 439	45 742	47 139	48 534	49 807	51 194	52 820	54 361	55 753	56 833	57 934			
Assistant Officer P-1	33 769	34 928	35 954	37 001	38 155	39 190	40 431	42 048	43 412	44 656					

Appendix A (continued)

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 February 1990 to 30 June 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General USG	124 664												
Assistant Secretary-General ASG	115 269												
Director D-2	96 113	98 575	100 929	103 390									
Principal Officer D-1	83 901	86 019	88 126	90 243	92 361	94 468	96 468						
Senior Officer P-5	75 549	77 323	78 957	80 611	82 364	83 901	85 654	87 298	89 072	90 706			
First Officer P-4	61 219	62 983	64 745	66 380	68 271	69 916	71 560	73 087	74 839	76 732	78 494	80 246	
Second Officer P-3	50 051	51 813	53 469	54 995	56 630	58 274	60 037	61 692	62 983	64 627	66 154	67 561	69 088
Associate Officer P-2	40 537	41 945	43 246	44 643	46 062	47 353	48 761	50 051	51 577	52 996	54 404		
Assistant Officer P-1	31 840	33 023	34 077	35 140	36 312	37 366	38 656	39 957	41 246	42 418			

Appendix A (continued)

Scale for computing separation payments for staff in the Professional and higher categories showing gross amounts and net equivalents after application of staff assessment

(In United States dollars)

Effective 1 April 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG Gross	131 538												
Net D	78 199												
Net S	68 998												
Assistant Secretary-General													
ASG Gross	119 094												
Net D	71 728												
Net S	63 920												
Director													
D-2 Gross	96 470	98 904	101 408	103 906									
Net D	59 929	61 219	62 532	63 831									
Net S	54 517	55 629	56 704	57 724									
Principal Officer													
D-1 Gross	82 434	84 738	87 002	89 261	91 557	93 884	96 145						
Net D	52 490	53 711	54 911	56 108	57 325	58 558	59 756						
Net S	48 102	49 155	50 190	51 222	52 272	53 335	54 368						
Senior Officer													
P-5 Gross	72 857	74 705	76 537	78 359	80 189	82 026	83 820	85 582	87 363	89 123			
Net D	47 343	48 341	49 330	50 314	51 300	52 274	53 225	54 158	55 102	56 035			
Net S	43 526	44 422	45 310	46 194	47 076	47 916	48 736	49 541	50 355	51 159			
First Officer													
P-4 Gross	58 476	60 212	61 659	63 542	65 303	67 097	68 816	70 515	72 263	74 014	75 740	77 442	
Net D	39 512	40 467	41 372	42 298	43 264	44 232	45 161	46 078	47 022	47 968	48 900	49 819	
Net S	36 492	37 350	38 163	38 995	39 862	40 732	41 566	42 390	43 238	44 087	44 924	45 749	
Second Officer													
P-3 Gross	47 256	48 829	50 397	51 985	53 663	55 296	56 912	58 465	59 935	61 340	62 744	64 183	65 687
Net D	33 186	34 083	34 976	35 881	36 838	37 763	38 652	39 506	40 314	41 087	41 859	42 651	43 471
Net S	30 802	31 609	32 414	33 228	34 089	34 921	35 720	36 487	37 213	37 907	38 601	39 311	40 048
Associate Officer													
P-2 Gross	37 710	39 019	40 339	41 707	43 049	44 381	45 727	47 062	48 379	49 712	51 035		
Net D	27 599	28 371	29 150	29 957	30 749	31 535	32 314	33 075	33 826	34 586	35 340		
Net S	25 752	26 451	27 156	27 887	28 603	29 314	30 018	30 703	31 378	32 062	32 741		
Assistant Officer													
P-1 Gross	28 308	29 533	30 776	31 953	33 170	34 404	35 696	36 928	38 133	39 303			
Net D	21 884	22 656	23 423	24 141	24 884	25 636	26 411	27 138	27 848	28 539			
Net S	20 537	21 245	21 948	22 605	23 284	23 972	24 677	25 335	25 978	26 603			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Salary scales for staff in the Field Service category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 July 1990

Level	Steps I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7 Gross	55 402	56 987	58 572	60 157	61 742	63 327	64 912	66 525	68 140	69 754	71 369	72 983			
Net D	37 821	38 693	39 565	40 436	41 308	42 180	43 052	43 924	44 795	45 667	46 539*	47 411*			
Net S	35 139	35 926	36 712	37 498	38 294	39 070	39 856	40 643	41 429	42 215	43 002	43 788			
FS-6 Gross	45 439	46 863	48 288	49 712	51 137	52 561	53 986	55 425	56 902	58 378	59 855	61 331			
Net D	32 150	32 962	33 774	34 586	35 398	36 210	37 022	37 834	38 646	39 458	40 270*	41 082*			
Net S	30 007	30 741	31 477	32 211	32 947	33 681	34 417	35 151	35 885	36 615	37 348	38 080			
FS-5 Gross	38 203	39 378	40 553	41 727	42 902	44 076	45 260	46 475	47 691	48 907	50 123	51 339	52 554		
Net D	27 890	28 583	29 276	29 969	30 662	31 355	32 048	32 741	33 434	34 127	34 820	35 513	36 206		
Net S	26 130	26 761	27 392	28 022	28 653	29 284	29 914	30 541	31 169	31 796	32 423	33 051	33 678		
FS-4 Gross	32 797	33 739	34 682	35 646	36 620	37 595	38 569	39 544	40 519	41 493	42 468	43 442	44 417	45 405	46 414
Net D	24 656	25 231	25 806	26 381	26 956	27 531	28 106	28 681	29 256	29 831	30 406	30 981	31 556	32 131*	32 706*
Net S	23 174	23 703	24 232	24 757	25 280	25 804	26 327	26 850	27 374	27 897	28 420	28 943	29 467	29 969	30 510
FS-3 Gross	28 217	28 994	29 770	30 564	31 366	32 167	32 969	33 770	34 572	35 386	36 215	37 044	37 873	38 702	39 531
Net D	21 827	22 316	22 805	23 294	23 783	24 272	24 761	25 250	25 739	26 228	26 717	27 206	27 695	28 184	28 673
Net S	20 569	21 021	21 471	21 921	22 371	22 821	23 271	23 720	24 170	24 617	25 062	25 508	25 953	26 398*	26 843*
FS-2 Gross	24 383	25 040	25 725	26 411	27 097	27 783	28 468	29 154	29 840	30 543	31 251	31 959			
Net D	19 393	19 825	20 257	20 689	21 121	21 553	21 985	22 417	22 849	23 281	23 713*	24 145*			
Net S	18 321	18 723	19 121	19 520	19 918	20 317	20 715	21 113	21 512	21 910	22 307	22 704			
FS-1 Gross	21 155	21 730	22 306	22 882	23 458	24 033	24 609	25 194	25 797	26 400					
Net D	17 262	17 642	18 022	18 402	18 782	19 162	19 542	19 922	20 302	20 682					
Net S	16 339	16 692	17 046	17 400	17 753	18 106	18 460	18 813	19 163	19 513					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Increments: On the basis of satisfactory service salary increments within the levels are awarded annually, except that for those steps marked with an asterisk a period of two years qualifying service is required.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent child a/	1 050
Secondary dependant	300

Language allowance (levels FS-1 to FS-5) (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 028
Second additional language	514

a/ No allowance is payable for the first dependent child of a staff member without a dependent spouse.

Appendix A (continued)

Pensionable remuneration for staff in the Field Service category
for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 July 1990

	Steps														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	62 465	64 205	65 946	67 687	69 427	71 168	72 909	74 649	76 390	78 131	79 764	81 611			
FS-6	51 520	52 675	53 829	54 983	56 138	57 292	58 446	59 601	60 755	61 910	63 064	64 218			
FS-5	40 730	41 791	42 853	43 914	44 976	46 037	47 099	48 160	49 222	50 282	51 344	52 406	53 467		
FS-4	33 403	34 332	35 260	36 189	37 119	38 048	38 977	39 905	40 835	41 764	42 693	43 621	44 550	45 480	46 409
FS-3	26 999	27 880	28 783	29 674	30 567	31 458	32 372	33 308	34 234	35 171	36 097	37 067	38 038	39 009	39 979
FS-2	23 691	24 459	25 227	25 995	26 761	27 540	28 342	29 132	29 934	30 735	32 337	33 138			
FS-1	21 028	21 615	22 201	22 789	23 466	24 155	24 831	25 520	26 198	26 875					

Appendix A (continued)

Pensionable remuneration for staff in the Field Service category
for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 February 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7	59 490	61 148	62 806	64 464	66 121	67 779	69 437	71 094	72 752	74 410			
FS-6	49 067	50 167	51 266	52 365	53 465	54 564	55 663	56 763	57 862	58 962			
FS-5	38 790	39 801	40 812	41 823	42 834	43 845	44 856	45 867	46 878	47 888	48 899	49 910	50 921
FS-4	31 812	32 697	33 581	34 466	35 351	36 236	37 121	38 005	38 890	39 775	40 660	41 544	42 429
FS-3	25 713	26 552	27 412	28 261	29 111	29 960	30 830	31 722	32 604	33 496	34 378	35 302	36 227
FS-2	22 563	23 294	24 026	24 757	25 487	26 229	26 992	27 745	28 509	29 271			
FS-1	20 027	20 586	21 144	21 704	22 349	23 005	23 649	24 305	24 950	25 595			

Appendix A (continued)

Scale for computing separation payments for staff in the Field Service category showing gross amounts and net equivalents after application of staff assessment

(In United States dollars)

Effective 1 April 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7 Gross	51 882	53 523	55 085	56 720	58 307	59 889	61 419	62 931	64 555	66 241			
Net D	35 823	36 758	37 647	38 546	39 419	40 289	41 130	41 962	42 855	43 770			
Net S	33 175	34 017	34 817	35 625	36 409	37 190	37 946	38 693	39 495	40 317			
FS-6 Gross	40 894	42 310	43 706	45 055	46 406	47 773	49 176	50 588	52 005	53 464			
Net D	29 477	30 313	31 137	31 931	32 701	33 481	34 280	35 085	35 893	36 724			
Net S	27 452	28 209	28 954	29 673	30 366	31 068	31 787	32 512	33 239	33 987			
FS-5 Gross	32 819	33 919	35 062	36 192	37 313	38 407	39 502	40 654	41 847	43 006	44 155	45 277	46 406
Net D	24 670	25 341	26 037	26 703	27 365	28 010	28 656	29 336	30 040	30 724	31 401	32 058	32 701
Net S	23 088	23 702	24 338	24 942	25 540	26 124	26 709	27 324	27 961	28 580	29 194	29 787	30 366
FS-4 Gross	27 429	28 346	29 296	30 265	31 181	32 097	33 041	33 990	34 970	35 947	36 917	37 866	38 809
Net D	21 330	21 908	22 506	23 112	23 670	24 229	24 805	25 384	25 982	26 559	27 131	27 691	28 247
Net S	20 029	20 559	21 108	21 663	22 174	22 685	23 212	23 741	24 288	24 811	25 329	25 835	26 339
FS-3 Gross	23 533	24 341	25 123	25 877	26 624	27 400	28 200	29 028	29 881	30 715	31 504	32 323	33 149
Net D	18 832	19 365	19 877	20 353	20 823	21 312	21 816	22 338	22 875	23 386	23 867	24 367	24 871
Net S	17 729	18 222	18 696	19 132	19 564	20 012	20 475	20 953	21 446	21 914	22 354	22 811	23 272
FS-2 Gross	20 621	21 289	21 964	22 629	23 315	24 025	24 737	25 427	26 097	26 768			
Net D	16 910	17 351	17 796	18 235	18 688	19 157	19 626	20 069	20 491	20 914			
Net S	15 949	16 358	16 770	17 176	17 595	18 029	18 464	18 872	19 259	19 647			
FS-1 Gross	18 192	18 717	19 242	19 775	20 424	21 021	21 619	22 211	22 809	23 419			
Net D	15 252	15 615	15 977	16 345	16 780	17 174	17 569	17 959	18 354	18 757			
Net S	14 388	14 731	15 074	15 423	15 829	16 194	16 559	16 921	17 286	17 659			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Appendix B

HEADQUARTERS

SALARIES AND ALLOWANCES FOR OTHER CATEGORIES OF STAFF AT HEADQUARTERS

Salary scale for staff in the General Service category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

	Steps										
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7 (Gross)	42 635	44 453	46 280	48 155	50 030	51 905	53 780	55 655	57 530	59 405	61 280*
(Net)	31 539	32 739	33 939	35 139	36 339	37 539	38 739	39 939	41 139	42 339	43 539
G-6	38 109	39 752	41 394	43 036	44 679	46 331	48 025	49 719	51 413	53 106	54 800*
	28 552	29 636	30 720	31 804	32 888	33 972	35 056	36 140	37 224	38 308	39 392
G-5	34 099	35 543	36 987	38 444	39 932	41 420	42 908	44 395	45 883	47 414	48 948*
	25 827	26 809	27 791	28 773	29 755	30 737	31 719	32 701	33 683	34 665	35 647
G-4	30 549	31 816	33 115	34 419	35 724	37 028	38 342	39 686	41 030	42 374	43 718*
	23 384	24 271	25 158	26 045	26 932	27 819	28 706	29 593	30 480	31 367	32 254
G-3	27 357	28 509	29 660	30 811	31 963	33 147	34 332	35 518	36 703	37 888	39 106*
	21 150	21 956	22 762	23 568	24 374	25 180	25 986	26 792	27 598	28 404	29 210
G-2	24 538	25 549	26 576	27 616	28 656	29 696	30 736	31 776	32 840	33 910*	
	19 147	19 875	20 603	21 331	22 059	22 787	23 515	24 243	24 971	25 699	
G-1	22 011	22 925	23 839	24 753	25 667	26 597	27 537	28 477	29 417*		
	17 328	17 986	18 644	19 302	19 960	20 618	21 276	21 934	22 592		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B

HEADQUARTERS

Salary scale for staff in the General Service category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 October 1989

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	39 974	41 691	43 408	45 124	46 867	48 638	50 408	52 178	53 948	55 719	57 489*
	(Net)	29 783	30 916	32 049	33 182	34 315	35 448	36 581	37 714	38 847	39 980	41 113
G-6		35 763	37 269	38 798	40 350	41 902	43 453	45 005	46 573	48 173	49 773	51 373*
		26 959	27 983	29 007	30 031	31 055	32 079	33 103	34 127	35 151	36 175	37 199
G-5		31 986	33 349	34 712	36 075	37 438	38 826	40 230	41 635	43 039	44 444	45 848*
		24 390	25 317	26 244	27 171	28 098	29 025	29 952	30 879	31 806	32 733	33 660
G-4		28 684	29 881	31 079	32 284	33 516	34 749	35 981	37 213	38 459	39 729	40 998*
		22 079	22 917	23 755	24 593	25 431	26 269	27 107	27 945	28 783	29 621	30 459
G-3		25 683	26 761	27 849	28 936	30 023	31 110	32 203	33 322	34 441	35 560	36 679*
		19 972	20 733	21 494	22 255	23 016	23 777	24 538	25 299	26 060	26 821	27 582
G-2		23 058	24 013	24 967	25 921	26 900	27 881	28 863	29 844	30 826	31 807*	
		18 082	18 769	19 456	20 143	20 830	21 517	22 204	22 891	23 578	24 265	
G-1		20 672	21 535	22 397	23 260	24 122	24 985	25 847	26 730	27 617*		
		16 364	16 985	17 606	18 227	18 848	19 469	20 090	20 711	21 332		

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 008 net
Second additional language	504 net

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Salary scale for staff in the General Service category - Security Service
showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	57 867	60 192	62 517	64 842	67 167	69 492	71 817	74 142	76 467*				
(Net)	41 355	42 843	44 331	45 819	47 307	48 795	50 283	51 771	53 259				
S-6	53 448	55 616	57 783	59 950	62 117	64 284	66 452	68 619	70 786*				
	38 527	39 914	41 301	42 688	44 075	45 462	46 849	48 236	49 623				
S-5	49 016	51 027	53 038	55 048	57 059	59 070	61 081	63 092	65 103*				
	35 690	36 977	38 264	39 551	40 838	42 125	43 412	44 699	45 986				
S-4	44 552	46 352	48 197	50 042	51 888	53 733	55 578	57 423	59 269*				
	32 804	33 985	35 166	36 347	37 528	38 709	39 890	41 071	42 252				
S-3	41 539	42 942	44 345	45 748	47 188	48 634	50 081	51 528	52 975	54 422	55 869*		
	30 816	31 742	32 668	33 594	34 520	35 446	36 372	37 298	38 224	39 150	40 076		
S-2	37 179	38 424	39 694	40 964	42 233	43 503	44 773	46 044	47 353	48 663	49 972	51 281	52 591*
	27 922	28 760	29 598	30 436	31 274	32 112	32 950	33 788	34 626	35 464	36 302	37 140	37 978
S-1	32 918	34 021											
	25 024	25 774											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the General Service category - Security Service
showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 October 1989

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	(Gross)	54 269	56 464	58 659	60 855	63 050	65 245	67 441	69 636	71 831*				
	(Net)	39 052	40 457	41 862	43 267	44 672	46 077	47 482	48 887	50 292				
S-6		50 092	52 139	54 186	56 233	58 280	60 327	62 373	64 420	66 467*				
		36 379	37 689	38 999	40 309	41 619	42 929	44 239	45 549	46 859				
S-5		45 914	47 809	49 708	51 606	53 505	55 403	57 302	59 200	61 098*				
		33 703	34 918	36 133	37 348	38 563	39 778	40 993	42 208	43 423				
S-4		41 785	43 474	45 164	46 880	48 622	50 364	52 106	53 848	55 591*				
		30 978	32 093	33 208	34 323	35 438	36 553	37 668	38 783	39 898				
S-3		38 942	40 267	41 591	42 915	44 239	45 564	46 916	48 281	49 647	51 013	52 378*		
		29 102	29 976	30 850	31 724	32 598	33 472	34 346	35 220	36 094	36 968	37 842		
S-2		34 894	36 057	37 221	38 395	39 594	40 792	41 991	43 189	44 388	45 586	46 809	48 045	49 281*
		26 368	27 159	27 950	28 741	29 532	30 323	31 114	31 905	32 696	33 487	34 278	35 069	35 860
S-1		30 901	31 913											
		23 631	24 339											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 008 net
Second additional language	504 net

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Salary scale for staff in the Public Information Assistants and Tour Co-ordinators/Supervisors category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	29 769	31 096			
	(Net)	22 838	23 767			
Public information assistant II and tour co-ordinator a/	(Gross)	32 563	34 056	35 549	37 041	38 550
	(Net)	24 783	25 798	26 813	27 828	28 843
Tour co-ordinator/supervisor b/	(Gross)	37 247	39 221	41 218	43 215	45 212
	(Net)	27 968	29 286	30 604	31 922	33 240

Reserve public information assistants are paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

Increments: Salary increments within the levels are effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II and tour co-ordinator	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

a/ Includes new tour co-ordinators as at 1 July 1987.

b/ Includes tour co-ordinators in service as at 30 June 1987. Reserved to the senior tour co-ordinator supervisor as at 1 July 1987.

HEADQUARTERS

Salary scale for staff in the Public Information Assistants and Tour Co-ordinators/Supervisors category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 October 1989

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	27 951	29 204			
	(Net)	21 566	22 443			
Public information assistant II and tour co-ordinator a/	(Gross)	30 576	31 944	33 351	34 760	36 169
	(Net)	23 403	24 361	25 319	26 277	27 235
Tour co-ordinator/supervisor b/	(Gross)	34 954	36 785	38 635	40 521	42 408
	(Net)	26 409	27 654	28 899	30 144	31 389

Reserve public information assistants are paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

Increments: Salary increments within the levels are effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public information assistant I	6 months
Public information assistant II and tour co-ordinator	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

a/ Includes new tour co-ordinators as at 1 July 1987.

b/ Includes tour co-ordinators in service as at 30 June 1987. Reserved to the senior tour co-ordinator supervisor as at 1 July 1987.

HEADQUARTERS

Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1990

Level		Steps						
		I	II	III	IV	V	VI	VII*
T-8	(Gross)	53 413	55 339	57 266	59 192	61 119	63 045	64 972
	(Net)	38 504	39 737	40 970	42 203	43 436	44 669	45 902
T-7		49 947	51 763	53 578	55 394	57 209	59 025	60 841
		36 286	37 448	38 610	39 772	40 934	42 096	43 258
T-6		46 478	48 181	49 884	51 588	53 291	54 994	56 697
		34 066	35 156	36 246	37 336	38 426	39 516	40 606
T-5		43 102	44 647	46 198	47 792	49 386	50 980	52 573
		31 847	32 867	33 887	34 907	35 927	36 947	37 967
T-4		39 747	41 182	42 617	44 052	45 486	46 950	48 430
		29 633	30 580	31 527	32 474	33 421	34 368	35 315
T-3		36 434	37 724	39 044	40 373	41 702	43 030	44 359
		27 415	28 292	29 169	30 046	30 923	31 800	32 677
T-2		33 174	34 359	35 544	36 729	37 915	39 133	40 355
		25 198	26 004	26 810	27 616	28 422	29 228	30 034
T-1		29 964	31 016	32 069	33 151	34 234	35 316	36 399
		22 975	23 711	24 447	25 183	25 919	26 655	27 391

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (included in pensionable remuneration):

	$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 October 1989

Level		Steps						
		I	II	III	IV	V	VI	VII*
T-8	(Gross)	50 063	51 881	53 700	55 519	57 338	59 156	60 975
	(Net)	36 360	37 524	38 688	39 852	41 016	42 180	43 344
T-7		46 789	48 503	50 217	51 931	53 645	55 359	57 073
		34 265	35 362	36 459	37 556	38 653	39 750	40 847
T-6		43 589	45 148	46 730	48 338	49 945	51 553	53 161
		32 169	33 198	34 227	35 256	36 285	37 314	38 343
T-5		40 414	41 873	43 332	44 791	46 258	47 763	49 267
		30 073	31 036	31 999	32 962	33 925	34 888	35 851
T-4		37 269	38 602	39 956	41 311	42 665	44 020	45 374
		27 983	28 877	29 771	30 665	31 559	32 453	33 347
T-3		34 188	35 406	36 624	37 841	39 091	40 345	41 600
		25 888	26 716	27 544	28 372	29 200	30 028	30 856
T-2		31 134	32 228	33 347	34 466	35 585	36 704	37 824
		23 794	24 555	25 316	26 077	26 838	27 599	28 360
T-1		28 136	29 129	30 121	31 114	32 110	33 132	34 154
		21 695	22 390	23 085	23 780	24 475	25 170	25 865

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

HEADQUARTERS

Hours of work

Pursuant to staff rule 101.2, working hours at Headquarters shall be from 9.30 a.m. to 6 p.m., Monday to Friday, with an interruption of one hour for lunch.

Official holidays

Pursuant to rule 101.3, official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), the Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category or in the Trades and Crafts category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.

(ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.

(iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.

(v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of forty hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than forty hours of compensatory time off which could not be authorized because of the exigencies of the service. The

remaining entitlement to forty hours of compensatory time off will be counted as part of the staff member's accumulated entitlement at the time of the next review.

(vi) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.

(vii) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.

(viii) a. The additional payment referred to in subparagraph (vi) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and language allowance, if any, except that if the overtime takes place on a Sunday or on the seventh day of the scheduled work week, the rate of the additional payment shall be twice the aggregate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-a-half-time rate, as appropriate.

b. The additional payment referred to in subparagraph (vii) above shall be made at the rate of twice the aggregate of the staff member's base salary or wage and language allowance, if any.

c. In respect of staff who are in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the payments under a. and b. above.

(ix) Subject to the exigencies of service, compensatory time off may be granted, as appropriate, at a time-and-a-half rate or at twice the normal rate in lieu of compensation by additional payment at the time-and-a-half rate or at twice the normal rate under subparagraphs (vi) and (vii) above if the staff member so requests.

(x) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.

(xi) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than forty hours of overtime during any one month, except where unusual exigencies of the service so require.

Conditions governing night differential

(i) Pursuant to rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of the aggregate of their salary or wage and their language allowance and post adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the night differential.

(ii) Payments shall be reckoned to the nearest hour, and work periods of less than one half-hour shall not be taken into consideration.

(iii) The average amount of night differential received by a staff member during the six months immediately preceding the period in which he or she takes annual or sick leave shall be reflected in the emoluments he or she receives during the leave period, provided one-hundred-and-twenty hours or more were compensated by night differential during the preceding six-month period.

(iv) A staff member whose regular working hours entitle him or her to receive night differential in accordance with subparagraph (i) above, and who works overtime during hours for which night differential is payable, shall receive both night differential and overtime compensation for such overtime work.

Conditions governing local recruitment

Pursuant to rule 104.6:

(i) Staff members who have been recruited to serve in posts classified in the Trades and Crafts category or in the General Service category shall be regarded as having been locally recruited unless:

a. They have been recruited from outside the area of the duty station.

b. Their entitlement to one or more of the allowances or benefits indicated under rule 104.7 has been duly established by the Secretary-General, or

c. The post for which the staff member has been recruited is one which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

(ii) A staff member who is regarded as having been locally recruited in accordance with the provisions of subparagraph (i) above, shall cease to be so regarded from the date on which the staff member is a. reclassified to the Professional category or b. reassigned, after an appropriate examination, to a post within the General Service category which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

Conditions governing acquisition of entitlement to benefits of international recruitment

Pursuant to rule 104.7:

(i) If a staff member in permanent residence status takes up non-immigrant status in the country of his or her duty station, the staff member shall thereupon be granted entitlement to such of the allowances and benefits stipulated in rule 104.7 to which he or she is otherwise entitled and the staff member shall begin to accrue service credit for such allowances and benefits from the date on which he or she acquires non-immigrant status.

(ii) (Cancelled)

Appendix C

ARRANGEMENTS RELATING TO MILITARY SERVICE

(a) In accordance with section 18 (c) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.

(b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.

(c) Staff members who have completed one year of satisfactory probationary service or who have a permanent or regular appointment may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of rule 109.1 (c), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within ninety days after release from military service, if the staff member wishes to be restored to active duty with the Secretariat. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Secretary-General will determine, on the merits of the particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18 (c) of the Convention on Privileges and Immunities of the United Nations.

Appendix D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF THE UNITED NATIONS

Issued as a separate document (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1).

Appendix E

(Cancelled)

Appendix F

HEADQUARTERS

SALARY SCALES FOR STAFF IN THE LANGUAGE TEACHERS CATEGORY SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	44 485	46 281	48 125	49 969	51 813	53 656	55 500	57 344	59 188	61 031	62 875
	(Net)	32 760	33 940	35 120	36 300	37 480	38 660	39 840	41 020	42 200	43 380	44 560

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix F (continued)

HEADQUARTERS

SALARY SCALES FOR STAFF IN THE LANGUAGE TEACHERS CATEGORY SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 November 1989

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	41 721	43 409	45 097	46 809	48 550	50 291	52 031	53 772	55 513	57 253	58 994
	(Net)	30 936	32 050	33 164	34 278	35 392	36 506	37 620	38 734	39 848	40 962	42 076

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances (effective 1 October 1989):

	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.